

# TOWN OF HERNDON



Department of Community Development, P. O. Box 427, Herndon, Virginia 20172-0427

## ARCHITECTURAL REVIEW BOARD

### APPLICATION FOR AN ALTERATION TO AN EXISTING STRUCTURE

The undersigned hereby applies for an Alteration to an Existing Structure under the provisions of § 58-76 of the Herndon Town Code. The undersigned certifies that all information in this application is true and correct and that the requirements of this application have been read and are understood. The undersigned also understands that the applicant or a duly appointed representative must be present at the public hearing.

Submittal of this form with original signatures is **required**. *PLEASE PRINT OR TYPE (Unless otherwise indicated.)*

#### Subject Property Information

Address of Subject Property: \_\_\_\_\_

Brief Description of Proposal: \_\_\_\_\_

Name of Business Establishment  
Associated with this Application: \_\_\_\_\_

Building/Development Name: \_\_\_\_\_

Lot area (site area): \_\_\_\_\_

Type of Use (please specify whether  
commercial, industrial, office,  
residential, or other): \_\_\_\_\_

Related Applications or Plans (i.e.  
Site Plan, Plan Revision, SE, BZA)  
and Date of Approval (if applicable): \_\_\_\_\_

#### Applicant Information

Name and Title of Property Owner: \_\_\_\_\_

Mailing Address of Property Owner: \_\_\_\_\_

Telephone Number(s) where Property  
Owner may be reached: \_\_\_\_\_

Fax number of Property Owner: \_\_\_\_\_

E-mail address of Property Owner: \_\_\_\_\_

Signature of Property Owner  
(Applicant): \_\_\_\_\_

(Original Signature Required. No faxes or  
stamps.)

**ARCHITECTURAL REVIEW BOARD**

**ALTERATION TO AN EXISTING STRUCTURE - continued**

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**Agent or Representative  
Information** (If different than above.)

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Name and Title of Agent or  
Representative:

Mailing Address of Agent or  
Representative:

Telephone Number(s) where Agent or  
Representative may be reached:

Fax number of Agent or  
Representative:

E-mail of Agent or Representative:

**Signature of Agent or  
Representative:**

(Original Signature Required. No faxes or  
stamps.)

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**Tenant Information** (If applicable)

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Name and Title of Tenant:

Mailing Address of Tenant:

Telephone Number(s) where Tenant  
may be reached:

Fax number of Tenant:

E-mail of Tenant:

**Signature of Tenant:**

(Original Signature Required. No faxes or  
stamps.)

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**For Office Use Only:**

Application Received by:		Date:	
Fee Paid:		Case No:	
Public Hearing Date:		Action:	
Tax Map Reference Number:		Zoning District:	
Status of Taxes: <input type="checkbox"/> Paid <input type="checkbox"/> Delinquent			

## ARCHITECTURAL REVIEW BOARD

### ALTERATION TO AN EXISTING STRUCTURE - continued

#### APPLICATION REQUIREMENTS

**Item**

- 1** One (1) letter describing the proposed alteration and a list of all materials submitted.
- 2** One (1) completed application form with all required signatures, including the signature of the subject property's owner.
- 3** Application fee payable by either check or cash. Credit cards are not accepted.
- 4** Labeled photographs of all sides of the existing building.
- 5** Six (6) folded copies of the elevation drawings. All proposed materials, colors and their locations must be listed on the elevation drawings and their location on the building or addition must be indicated. All materials and colors must include the name, the model/color number and a general description with information such as gloss, flat, plastic, etc. All elevation drawings must be to scale and the scale must be indicated. These copies are not required to be in color.
- 6** One (1) full-size set of the colored elevation drawings.
- 7** Samples of all exterior building materials proposed for the alteration, including but not limited to brick, mortar, siding, roofing, glass, paint and stain colors. Samples are not to exceed one square foot. For exterior elements such as light fixtures, windows and ornamental features a detailed manufacturer cut sheet may be submitted.
- 8** Six (6) copies of the manufacturer's cut or spec sheets for all exterior elements such as light fixtures, windows, doors and ornamental features.
- 9** One (1) electronic copy of the drawings, photographs (if digital), cut sheets and any other required materials that are available electronically. Architecturals must be in pdf format.

**Note:** Alterations to an Existing Structure include, but are not limited to: a change in siding material, a change in roof material, an exterior color change, new wall openings, window or door replacement, or the addition or removal of architectural details.